

Message Text

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ACTION SS-15

INFO OCT-01 EA-06 ISO-00 SSO-00 SY-04 A-01 OPR-01 RSC-01

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FM AMEMBASSY TOKYO

TO USDEL KYOTO IMMEDIATE

INFO SECSTATE WASHDC IMMEDIATE 6064

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E.O. 11652: N/A

TAGS: OVIP, (KISSINGER, HENRY A.)

SUBJECT: SECRETARIAT REQUIREMENTS - KYOTO

1. THE PRIMARY S/S FUNCTION IS TO PROVIDE INFORMATIONAL SUPPORT FOR THE SECRETARY AND HIS STAFF. IT ACTS AS THE CLEARING HOUSE FOR THE SECRETARY AND HIS STAFF. IT ACTS AS THE CLEARING HOUSE FOR THE SECRETARY'S CABLE TRAFFIC.

2. PERSONNEL: EXECUTIVE SECRETARIAT TEAM OF FSO SUZANNE BUTCHER AND SECRETARY BARBARA MOORE WILL ARRIVE BY TRAIN EVENING OF WEDNESDAY, NOVEMBER 20. WILL ADVISE ETA BY PHONE.

3. IN VIEW OF SHORT ADVANCE TIME BETWEEN ARRIVAL OF S/S TEAM AND OF SECRETARY'S PARTY, S/S ARRANGEMENTS WILL HAVE TO BE SET UP AT MIYAKO HOTEL BEFORE S/S TEAM'S ARRIVAL. S/S LIAISON OFFICER AND SECRETARY SHOULD BE DESIGNATED AND NAMES PHONED TO S/S IN TOKYO.

4. PLEASE FURNISH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS (INCLUDING ANY WHO WILL GIVE GIFTS) TO S/S TEAM UPON ARRIVAL.

5. LIAISON OFFICER SHOULD CONFIRM IN ADVANCE ARRANGEMENTS FOR TICKERS AND NEWSPAPERS: ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON LIMITED OFFICIAL USE

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24-HOUR BASIS. FIFTEEN PACKAGES OF CAREFULLY SELECTED

SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. TRY TO ARRANGE FOR MACHINE TO RUN UNATTENDED BETWEEN 2300 AND 0500. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT. PERSON ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH S/S TEAM WEDNESDAY NIGHT TO ASSURE COMPLETE AGREEMENT ON PROCEDURES. FIFTEEN COPIES OF USIS WIRELESS FILE SHOULD BE MADE AVAILABLE TO S/S AS EARLY AS POSSIBLE THURSDAY, NOV 21. ENGLISH-LANGUAGE NEWSPAPERS SHOULD BE DELIVERED TO PARTY'S HOTEL ROOMS AND THREE ADDITIONAL COPIES OF S/S OFFICE BY 0600.

6. THE SERVICES OF A TOP-SECRET CLEARED SECRETARY WILL BE REQUIRED ON A CONTINUOUS, 24-HOUR BASIS DURING VISIT TO WORK WITH S/S. EXCELLENT SHORTHAND AND TYPING SKILLS ARE ESSENTIAL. SECRETARY WILL ALSO BE VITAL IN SETTING UP S/S AND SPECIAL ASSISTANTS OFFICES BEFORE S/S TEAM'S ARRIVAL.

7. TWENTY-FOUR HOUR COURIER SERVICE WILL BE REQUIRED TO LINK S/S, C&R AND THE SPECIAL ASSISTANTS' OFFICE. ONE COURIER SHOULD BE POSTED AT S/S OFFICE ON 24-HOUR BASIS.

8. OFFICE ARRANGEMENTS: FOLLOWING OFFICE ARRANGEMENT MUST BE COMPLETELY SET UP BEFORE S/S TEAM'S ARRIVAL:

A. SPECIAL ASSISTANTS' OFFICE: A DOUBLE ROOM CONVERTED INTO AN OFFICE FOR THE SECRETARY'S IMMEDIATE STAFF OF TWO OFFICERS AND THREE SECRETARIES, NEAR THE SECRETARY'S ACCOMMODATION.

- FOUR DESKS OR WORKING TABLES,
- THREE TYPEWRITERS AND TYPEWRITER STANDS,
- OFFICE SUPPLIES AND FORMS,
- COPY MACHINE.

B. EXECUTIVE SECRETARIAT STAFF (S/S): DOUBLE ROOM
CONVERTED INTO OFFICE.
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- THREE DESKS OR WORKING TABLES,
- THREE TYPEWRITERS AND THREE STANDS,
- ONE BEST AVAILABLE COPIER (WITH BACKUP COPIER OR IMMEDIATE 24-HOUR SERVICE),
- OFFICE SUPPLIES AND FORMS, PHONE LIST, ETC.
- TWO TELEPHONES, WITH AT LEAST TWO LINES.

C. TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY

IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE
IDENTICAL IN EACH OFFICE.

D. MARINE SECURITY GUARD: BECAUSE OF REQUIREMENT FOR
CONTROLLED ACCESS FOR OPEN STORAGE OF CLASSIFIED
MATERIAL, 24-HOUR MSG POST AT S/S OFFICE WILL BE
REQUIRED.
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Message Attributes

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Disposition Approved on Date:
Disposition Authority: cunninfx
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
Disposition Event:
Disposition History: n/a
Disposition Reason:
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TAGS: OVIP, (KISSINGER, HENRY A)
To: STATE
Type: TE
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